

## OFFICE AUTOMATION

### **A- WORD PROCESSING**

Ms-Word, Word processing, Manual and electronic Word processing

1. **Screen Layouts**

- a) Menus
- b) Shortcut
- c) Toolbars
- d) Customization of Toolbars
- e) Title Bar, Status Bar, Scroll
- f) Bars and Rulers.

2. **Working with files**

- a) Create, Open, Save, Rename and Close a document
- b) Working on Multiple Documents.
- c) Cut, Copy, Paste, Special Undo and Redo Operations
- d) Find Replace and go to Commands
- e) Text, Paragraph and Page Formatting
- f) Header and Footer
- g) Date and Time
- h) Bullets and Numbering
- i) Columns and Drop Caps
- j) Tabs and Margins
- k) Comments and Foot Notes
- l) Insert a picture and its Formatting
- m) Use of Spelling and Grammar Check , Auto Correct Synonyms Theasurus.
- n) Page Break Section Break and Background Printing
- o) Table of contents Glossary,
- p) Hyperlink and Bookmark
- q) Insert a Table, Add and
- r) Delete Columns Rows and
- s) Cells

- t) Merge and Split Cells
- u) Formula Implementations

**3. Document Printing**

- a) Selection of a printer
- b) Printing Setting
- c) Print Preview
- d) Print and Page Setup
- e) Shortcut Keys

**B- MS- EXCEL**

- a) Basic Terminology of Ms- Excel
- b) Creating Opening Renaming Saving and Closing Workbook/ Spread Sheet
- c) Editing Functions: Undo, Redo. Fill, Auto Fill, Delete, Cut, Copy, Paste, Clear, Find and Replace
- d) Inserting: Header & Footer Cells Rows / Columns and Worksheet
- e) Working with Formulas: Entering Formula with the help of Formula Bar Entering Formula.
- f) Directly into the cells, sue of Arithmetic and Logical Formulas.
- g) Use of Built- in functions Time and Date Concatenation, Sum if, Nested Max, Min.
- h) Average, Count, Now, Month, Day, Year Upper , Lower, Left & Right.
- i) Tools and Date: Spell Check, Auto Correction, Workbook protection Data Sorting and filtering
- j) Formatting Cells and Text, Borders and Shading, Positioning Cells and Text, Auto Format,
- k) Categories, of numbers, Cell / Range Referencing, Alignment, Date & Time Working With Charts, Creating Editing and Formatting of various types of Charts
- l) Printing: Selecting Printer, Print selected areas page selection
- m) Sorter View.

**C- POWER POINT**

1. Define Power Point

**2. PRESENTAION.**

- a) Power point presentation environment
- b) View icon of Power Point
- c) Start Power Point, Open a Presentation

3. Creating a new presentation using

- a) MS- Power point by
  - b) Creating By Design Template
  - c) Creating By Blank Presentation
  - d) What is slide?
4. Choose an Auto Layout, Using Auto Layout
  5. Editing and Formatting a Text Box
  6. Choose a Common Text Tool in the
    - a) Formatting Tool Bar
  7. Apply design Template
  8. Set Background & Layout of Slides
  9. Adding Pictures and Graphics in a slide
  10. Apply Custom Animation
    - Apply present animation
  11. Apply Action Setting
  12. Adding Sound to an Animation
  13. Add Sound and Music effects to the presentation
  14. Set view Options
    - Normal View
    - Outline View
    - Slide View
    - Sorter View
    - Notes Page View
    - Slide Show
    - Slides Show Off
    - Important Short cut keys